

# Subject: Update on Privacy Infringement Report

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to provide you with an update regarding the privacy infringement matter you reported on [Insert Date of Original Report].

After a thorough investigation, we have identified [briefly describe findings]. We take your concerns seriously and are committed to ensuring your privacy is protected.

As part of our remedial actions, we are implementing [describe actions being taken, e.g., additional training, policy updates]. We will continue to monitor the situation and take further steps as necessary.

Please feel free to reach out to us at [Company Contact Information] if you have any questions or need further assistance.

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]